



Position Title:	Director of Development
Reports To:	Chief Executive Officer

A Northwest leader celebrating 50 years, PAWS is a champion for animals – rehabilitating injured and orphaned wildlife, sheltering and adopting homeless cats and dogs, and educating people to make a better world for animals and people.

Position Summary:

PAWS Director of Development is responsible for developing and achieving organization goals for contributed income activities including major gifts, planned giving, capital campaign, and the annual fund. The ideal candidate will be well-versed in current donor cultivation and fundraising techniques; familiar with the local philanthropic community and its members; possess a demonstrated ability to connect with potential donors on a personal level; and be capable of expanding PAWS' fundraising impact to the levels needed to meet PAWS' strategic plans. As a member of the leadership team, this position works collaboratively with colleagues to effectively promote and advance the organization's mission, vision and goals.

Primary Duties:

- Lead the planning and execution of PAWS' fundraising and outreach activities. Deepen community engagement.
- Create and implement a strategic approach to generating revenue and awareness, including but not limited to major gifts, annual giving, large and small events, grants, planned giving, corporate giving, donor communications, and in-kind resources.
- Lead and inspire a high functioning, collaborative development team.
- Assure high-quality donor stewardship and financial controls.
- Assist in the strategy development for PAWS' publications including and not limited to the Annual Report, brochures and fliers, PAWS Calendar, and capital campaign materials.
- Represent a positive image of PAWS in the community, attend public and private events and engage with donors, community leaders and constituents.
- Manage a portfolio of key donors, corporate sponsors and other funders.
- In partnership with the CEO, lead a highly engaged Board of Directors to assist with fund development; train and consult within PAWS for strategic and operational planning and staff development.
- Work closely with the CEO and Board of Directors on mission/vision and direction of the organization; Participate as staff lead of the Board's Development & Marketing Committee.
- Ensure appropriate systems and procedures are in place to achieve fundraising goals, organizational visibility and budget success. Develop and manage the development department budget.

- As an active member of the capital campaign team, assume a leadership role in capital campaign planning and implementation efforts, support campaign cabinet volunteers at a high level and assist in cultivation and solicitation strategies for peer-to-peer asks.
- Prepare reports for and attend monthly Board meetings.

Requirements:

- At least five year's successful experience directing fundraising efforts for nonprofit organizations and supervising a development team. Must demonstrate a compelling track record of fundraising accomplishment with a strong working knowledge of strategy development.
- Measurable history of fundraising achievements in major, annual and planned giving, corporate and foundation gifts, and managing successful events; demonstrates a creative and dynamic approach to fundraising.
- Effective leadership capabilities with the ability to provide training and assistance to a wide range of staff and volunteer associates; experience training and inspiring board and committee members in fundraising and outreach activities.
- Capital campaign experience strongly preferred.
- A bold leader with highly effective interpersonal, conversational and presentation skills, demonstrating an emotional intelligence and situational awareness in tandem with excellent writing abilities and astute listening skills. Expresses ideas with clarity, confidence and sensitivity.
- Excellent organization and time management skills. Attention to detail a must. Experience coordinating multiple tasks utilizing volunteer resources.
- Experience with relevant technology tools, including social media and donor database management; familiarity with Raiser's Edge preferred.
- A sincere interest and belief in the mission and values of PAWS.
- Highly collaborative, proactive, and flexible. Self-starter with ability to think on one's feet. Truly enjoys working with people.
- Manages challenges appropriately. Takes personal responsibility for their actions. Enjoys having fun at work and maintains a work-life balance.
- Bachelor's or Master's degree from an accredited college or university, or an equivalent combination of education and experience.
- Must have or be able to obtain a valid Washington State driver's license with no major or repeated, minor traffic offenses.

To apply:

Please submit your resume and cover letter stating why you are interested in this position and what makes you uniquely qualified. Send to:

PAWS Development Director Search
 PO Box 1037
 Lynnwood, WA 98046
 Or via email to DDsearch@paws.org

This position will remain open until filled.